

REQUEST FOR PROPOSALS
WIA YEAR-ROUND INNOVATIVE YOUTH PROGRAMS 2009-11
TECHNICAL QUESTIONS & ANSWERS

1. **Q:** If a student is a senior at the time of application to WIA, then he/she does not “leave”, will there be a follow-up required for the 2nd month period?

A: There is always follow up for 12 months after exit.

2. **Q:** Section “D”-Geographical Areas-West End Topic includes “West End”-Please define.

A: West End includes the Cities of: Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and San Antonio Heights. The box on page 10 of the Contract which is entitled **West End** denotes that the provider will be serving **ALL** cities in the West End.

3. **Q:** What is the range of number of youth that are expected to be served during the contract?

A: This depends upon your organizations capacity to serve youth. If you have never had a WIA program before take into consideration that this is difficult program to execute. You may want to begin by serving fewer youth.

4. **Q:** Can you tell us what the difference is between MOU and Letters of Support?

A: An MOU (Memorandum of Understanding) is a contract between your agency and another entity that is collaborating with you and providing a service to your program. A Letter of Support is acknowledgment that an entity is available for assistance to your program, but not contracted.

5. **Q:** From what personnel are resumes required? Is it all program staff or all persons on the organizational chart?

A: Program Staff

6. **Q:** Is there a minimum or maximum dollar amount that you will funding contractors at?

A: No

7. **Q:** Are there any restrictions on juvenile and adult convictions?

A: No

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8. **Q:** What are the actual performance percentages for:

- Literacy/Numeracy Gains
- Employment/Post Secondary Education
- Degree/Credential Rate

What are your expectations?

A: As reflected on page 13 of the Sample Contract (Appendix B) the Performance Measures are as follows:

Each Service Provider must operate their respective program to meet the WIA Title I Youth Common Measures of Performance. The final Performance Rates will be negotiated between the State and the LWIB.

PERFORMANCE MEASURE	DESCRIPTION (Refer to TEGL 17-05 And State Directive #WSD07-1)
Literacy and Numeracy Gains (30%)	How many <u>out-of-school</u> youth that are <u>basic skills deficient</u> increase one or more educational functioning levels Note: Exclude all in-school youth; all youth that are not basic skills deficient; and all youth that are institutionalized, deceased, have health/medical condition, required to care for family member, returned to active military duty, or relocated to a mandated residential program.
Placement in Employment or Education (67%)	How many youth are <u>employed</u> or <u>enrolled</u> in post-secondary education, advanced training, or occupational skills training in the <u>first quarter after exit</u>? Note: Exclude all youth employed or in post-secondary education, advanced training or occupational skills training at the date of program participation. Also exclude all youth that are institutionalized, deceased, have health/medical condition, required to care for family member, returned to active military duty, or relocated to a mandated residential program.
Attainment of a Degree or Certificate (47%)	How many youth <u>enrolled in education</u> (either at date of program participation or anytime during the program) attained a <u>high school diploma</u>/GED or <u>certificate</u> by the end of the <u>3rd quarter after exit</u>? Note: Exclude those youth not enrolled in education at any point during the program. Also exclude all youth that are institutionalized, deceased, have health/medical condition, required to care for family member, returned to active military duty, or relocated to a mandated residential program.

It is the expectation that ALL Providers will meet or exceed these performance measures.

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9. **Q:** Will the list of training fields and health careers that were listed on the slide presentation be available?

A: The four Demand Industries as listed on page 10 of the RFP Section A. Definitions are as follows:

1. *Transportation/Logistics*

- a. Billing & posting clerks
- b. Shipping & receiving clerks
- c. Crane & tower operators
- d. Diesel mechanics
- e. Truck drivers
- f. Warehouse positions

2. *Health Care*

- a. CNA
- b. Pharmacy Tech
- c. LVN
- d. RN
- e. Radiological Technicians
- f. Surgical Technicians
- g. Hospital Positions

3. *Manufacturing*

- a. Welders
- b. Millwright
- c. Machinist
- d. Chemical Technician
- e. Industrial Machinery

4. *Aviation/Aerospace Industry*

- a. Aircraft Mechanics
- b. Airframe Mechanics
- c. Power Plant Mechanics

10. **Q:** Will the attachments be available via email?

A: Yes, you may request them by email to: epetrus@wdd.sbcounty.gov

11. **Q:** Barstow was not on the list of areas to be served, are they included?

A: Yes, as is listed on page 10 of Attachment B "Sample Contract" Barstow is listed as a geographical area.

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- 12. Q:** Could a proposal be competitive if it does not connect youth to jobs in the identified “Demand Industries”, but rather creates a career pathway into education/public sector work and meets all other requirements in the RFP?

A: The answer to this question is found in the RFP Section F. Award Considerations and Award Period; page 3:

“The primary consideration this Request for Proposals (RFP) is to seek proposals that offer innovative approaches to providing youth with the skills essential to be successful in careers that have been defined as high growth, high demand industries within their communities. Included in this RFP is a listing of the demand occupations or career ladders that have been determined to be available within most regions of the County of San Bernardino”

- 13. Q:** May I obtain a forwarded copy of your power point presentation?

A: No, this is not for public distribution.

- 14. Q:** Can a private business get funding to provide services in job preparedness for youth participating in a non profit program for:

- Resume building
- Skills Review
- Job Interview Trainings
- Job search

Can we budget for stipend participants?

A: If you are only anticipating providing the above mentioned services, they do not meet all of the requirements outlined in the RFP. Your choice may be to collaborate with another organization to provide these services. This holds true also for stipends, unless you are providing a complete WIA program, you cannot propose for stipends.

- 15. Q:** A student senior 16 years old soon to be 17?

A: A student who is 16 years old and has full senior status, expected to graduate in June of 2010 is eligible to WIA Youth Services.

- 16. Q:** A student attending CVUSD who resides in Corona, Riverside Co?

A: All participants must be residents of San Bernardino County.

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17. **Q:** Define areas: Administrative -10% cap; Leverages

A: *Administrative 10% cap* - These costs are defined as costs of operations related, required, and incurred for official business in coordination of those functions under WIA. Some examples include accounting, financial, procurement and purchasing, payroll, personnel management, resolution of findings, and general legal services. The 10% cap means only 10% of your budget may be allotted for these costs.

Leverages – These are supplements to your program from in-kind services, equipment or space or contributions from funds that are being garnered from other sources.

18. **Q:** Page 24, Part III Section B; Sub-section C item ii reads: “10 points-proposal serving 100% out of school youth”, do you mean the student 100% of out school or the proposal is 100% dedicated to out of school clients?

A: The proposal is dedicated to exclusively serving out of school youth.

19. **Q:** As I am preparing the budget for the new proposals-I was wondering if you could share with us in the questions responses that you answer back to the group.

A: This posting is the culmination of all questions and their responses.

20. **Q:** Could you tell me how much money will be allocated this year for youth services?

A: \$2,472,875.00

21. **Q:** Page 20 (#5) says that program costs are exclusive of personnel salaries and benefits. Normally staff that is directly involved in running a program would be considered a program cost. Is this section saying that WIA staff salaries would have to fall under the admin/indirect cost section and therefore be capped at the 10%?

A: It depends upon which staff salaries are being discussed. If personnel are directly involved in running the program, then this would indeed be a program cost. If the costs are as in Page 20 (#6) Administrative Costs; examples such as payroll, personnel management etc.; these costs would be included in the 10% cap.

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- 22. Q:** CET does vocational training and we are an accredited tuition based program. When filling out the line item budget is tuition considered a cost?

A: If you are expecting WIA to fund the tuition, then it would be listed as an expense to in your budget. If CET is going to be providing the vocational training without cost to the student or WIA then it would be leveraged funds. Either way tuition costs must be listed.

- 23. Q:** Could you please list the skills/jobs under the Career Ladder categories: 3. Manufacturing and 4. Aviation/Aerospace Industry.

A: See the answer to #9 above.

- 24. Q:** Welding training is covered under the manufacturing portion of the Grant, does Architectural or Drafting fall under any of those categories?

A: Not that I can find. It is up to the proposer to create a WIA program which fits into the guidelines of the RFP.

- 25. Q:** The definition of indirect expenses.

A: Indirect costs are costs that are not directly accountable to a particular function or product; these are fixed costs. Indirect costs include taxes, administration, personnel and security costs, and are also known as overhead.

- 26. Q:** My organization is considering serving more than 1 geographical area within San Bernardino County. Do we need to submit separate proposals for each site?

A: No.